



Brian Heino, Director/Flathead County Sheriff
Jordan Owen, EMS Manager
Lincoln Chute, Fire Service Area Manager

Date: October 20, 2020

To: Printers

Per Montana Code Annotated 18-7-412 the Office of Emergency Services is requesting your bid on the following two year print project:

Description of Job: Patient Short Form 5" x 8"

Quality of printing acceptable: Paper or plastic plate printing (quick print quality)

Proof required: Photo copy of proof

Services required: printing, finishing

Quantity: 17,500 forms/350 books 50 forms per book (this does not include the NCR yellow page) **per year.**

Total quantity to be order over the two year period: 35,000 forms /700 books (50 forms per book – this does not include the NCR yellow page).

Paper to be used: 2 part NCR (white and yellow)
Forms should be approximately 5" x 8"
Cardboard for back of book

Ink selection: Black

Finishing operations: Perforating – horizontal top of page
Bound into books - # per books = 50 with cover
With wrap around cover to use to separate forms when writing
Back of book should be cardboard

Deliver to: Flathead County EMS
625 Timberwolf Parkway
Kalispell, MT 59901

A copy of this bid request and pdf copy of the short form can be found at <https://flathead.mt.gov/ems/>

Bid submissions must be received no later than 5:00 pm on Monday, November 9, 2020.

Bids can be submitted via email to Jordan.Owen@flatheadoes.mt.gov, Faxed 406-758-5562, or mailed to the deliver to address outlined above.

If you have any questions please contact Jordan Owen at 406-758-5558 or Jordan.Owen@flatheadoes.mt.gov.